

# eDEP/TURA ONLINE FILING TIPS

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## I. BASIC INFORMATION

### INTRODUCTION

This TIP sheet provides you with helpful information for registering and filing online the Massachusetts DEP Toxics Use Report (Form S and Form R). In addition to this TIP sheet, you should consult the following instructions for completing the forms in the Toxics Use Report:

- 1) Toxics Use Reporting Instructions  
<http://www.mass.gov/dep/toxics/approvals/turforms.htm>
- 2) Toxics Use Reporting Appendices  
<http://www.mass.gov/dep/toxics/approvals/turforms.htm>
- 3) U.S. EPA Toxics Release Inventory Reporting Instructions  
<http://www.epa.gov/tri/report/index.htm>

### **ASSISTANCE CONTACTS and PHONE NUMBERS**

- Technical Help/Systems Access and software assistance - DEP Help Desk 617-556-1100
- eDEP/TURA assistance [Walter.hope@state.ma.us](mailto:Walter.hope@state.ma.us) 617-292-5982
- eDEP/TURA assistance [Edward.weatherhead@state.ma.us](mailto:Edward.weatherhead@state.ma.us) 617-564-6579
- eDEP/TURA assistance [Paul.h.walsh@state.ma.us](mailto:Paul.h.walsh@state.ma.us) 617-556-1011
- TURA Policy assistance [Lynn.Cain@state.ma.us](mailto:Lynn.Cain@state.ma.us) 617-292-5711
- Office of Technical Assistance (OTA) - Assistance with completing Form S: 617-626-1060
- Toxics Use Reduction Institute (TURI) - Assistance with completing Form S 978-934-3260

### **OPERATING SYSTEM REQUIREMENTS**

To file your Toxics Use Report via eDEP,

#### **Windows PC:**

Microsoft Windows NT 4.0, 2000, or XP

Microsoft Internet Explorer Version 5.0 and higher or Netscape Navigator Version 7.0 and higher

**For best performance use the latest version of the [FREE Adobe Reader \(Version 7.0.7 or higher\)](#).** Other Adobe Reader Versions above 5.0.1 will also work EXCEPT for Versions 6.0.0 and 7.0.0, which will NOT work in eDEP because of known bugs in Adobe's software.

Due to the robust nature of this system, eDEP filing via phone modems is not suggested. Cable modem, T1, DSL or better is suggested for the best response time.

### **SYSTEM LIMITATIONS**

The system is not configured for reporting a parent chemical in one situation and a compound in another (e.g., ammonia and ammonium nitrate.) Facilities in this situation should still file on paper. The eDEP system also will not allow filing of Trade Secret submittals. Paper filing is required for Trade Secret submissions.

### **SAVING YOUR WORK**

The eDEP/TURA system is an online or web-based (internet) reporting system. Data you enter is stored on State operated computers, and cannot be stored or saved on your on-site computers or storage devices.

## WEB SITE ADDRESS

To access eDEP Online Filing, go to <http://mass.gov/DEP> and click on **eDEP Online Filing**.



## TIMING

Plan ahead of time to avoid rushing at the last minute. Online submittals are due to be submitted on or before July 1, 2006 – the same deadline as for paper filers.

Under the best circumstances, the eDEP system response should be under 1 minute per form (opening screens, entering data, and validating the form). Therefore, a 40-page submission should be able to be completed in about 40 minutes from start to finish (assuming the information is at hand for entry and that the system is operating correctly).

▷ New User

## II. NEW USER REGISTRATION

To use the eDEP system, you must first register to obtain access. The registration process is now a two-step process that includes filling in two screens of information and then printing out a paper form and mailing it to DEP.

### Step 1 of 2 - Create Your Account

Complete the required fields. Write down your user name, password and nickname. When completed, press 

▷ Next

 to move forward.

### Step 2 of 2 - How will you use eDEP?

Select 'Yes' if one or more of the items describe you or how you will use eDEP. Press

▷ Next

to continue.

*Your company will need to decide on the appropriate person(s) to be given access to this system. TURA forms must be signed by a senior management official. A manager may decide to be the officially registered user and share their username and password.*

***Regardless of who is using the system, the person who signed the Proof of Identity form (see below) and registered online will be the person responsible for the online filing.***

*You may wish to review your company policies regarding using and sharing user names and passwords as well as review the eDEP terms of use agreement.*

*Please choose the 'I am an individual' option. It is **not** recommended that you select the administrator option for registering, since this requires a notarized signature.*

## PROOF OF IDENTITY FORM

**No longer required, there is no paper involved in obtaining a username and password.**

### **GENERAL PRACTICE PLANNERS or other users**

- General Practice Planners that do NOT work for your company also may register online to complete your Form S, you can provide them with document creator authority (a facility representative would need to have signature authority, just as with a paper submittal).
- In order for a PLANNER to work (to any degree) on the submission, the FACILITY MUST create the document online, and then **SHARE** with the PLANNER by indicating so using the PLANNER's Nickname.

*NOTE: The 2005 Reporting year is a Planning Year, therefore Plan Summaries are due to be submitted July 1, 2006.*

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### **III. EXISTING USERS**

If you are already registered with the eDEP Online Filing system, you can login to the site using your username and password and immediately start working on your submittal.

#### **WEB SITE ADDRESS**

Access eDEP Online Filing at <http://mass.gov/DEP> and click on eDEP Online Filing.



#### **FORGOT YOUR USERNAME OR PASSWORD?**

If you forgot your username or password, contact the DEP Helpdesk at 617-556-1100 or email [DEP.Help@state.ma.us](mailto:DEP.Help@state.ma.us) for assistance. If you forgot your password, click on the 'forgot username or password?' line under the login box (shown above) and follow the directions.

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## **IV. COMPLETING THE FORMS**

### **REPORTING INSTRUCTIONS**

It is essential that you consult the following additional instructions for completing these Toxics Use Report forms:

- Toxics Use Reporting Instructions  
<http://www.mass.gov/dep/toxics/approvals/turforms.htm>
- Toxics Use Reporting Appendixes  
<http://www.mass.gov/dep/toxics/approvals/turforms.htm>
- US EPA Toxics Release Inventory Reporting Instructions  
<http://www.epa.gov/tri/report/index.htm>

The eDEP/TURA system requires the use of certain codes such as Toxics Use Reduction Technique codes, Quantity of materials stored on-site codes, process codes, and DEP-specific CAS type numbers for chemical categories or compounds. These codes can be found in the instructions listed above.

### **SELECTING THE FORM**

Upon logging into the system, you will be presented with a screen titled 'my homepage'. In the upper right-hand corner, click on 'Start New' (i.e., move your mouse and cursor to the text 'start new' and click.)

### **SELECTING ONLINE FORMS**

Next you will be presented with a screen titled 'online forms'. Using the first (top) drop-down menu, click on the down arrow. A list of forms will appear; scroll down to TURA-Form S Information.

### **SELECTING THE BUSINESS**

No longer required.



Click on the Create Form button. Please be sure to have selected TURA-Form S Information prior to clicking on the Create Form button. If you have not, go back to the dropdown menu and select the correct forms.

### **HOW THE FORMS WORK**

Completing forms in the eDEP/TURA system is a linear process. The forms must be completed in a specific order. The order of completion is: 1) Pre-Form, 2) Billing Information Form, 3) Form S Cover Sheet Section 1-2, 4) Form S Cover Sheet Section 3, 5) Form S Cover Sheet Section 4, 6) Form S Sections 1-4, 7) State Only Form R/A (if applicable), 8) Toxics Use Fee Worksheet, 9) Signature screen, 10) Submittal, 11) Receipt and printing of receipt.

Information that you provide on forms such as the Pre-form (screen) provide information on forms that appear later in the process. Chemicals that are added onto the Form S Cover Sheet Section 4 will trigger the creation of Form Ss that correspond to those chemicals.

**NOTE:** A summary flow chart showing how the system works is available for reference as well at <http://www.mass.gov/dep/>.

*Notes on chemicals used in waste treatment :*

- *If you have indicated on the Pre-Form that ALL chemicals are used to treat waste, a Form S Cover Sheet Section 1-4 will NOT be presented to you. A blank Form S will be created, and will only require you to complete Sections 1-3, but not Section 4.*
- *If you report on multiple chemicals, and one chemical is used ONLY in waste treatment, than this will require the creation of a 'dummy' production unit on the Form S Cover Sheet Section 1-4. This 'dummy' production unit is ONLY created as a placeholder and to create a trigger to generate a Form S Section 1-4 for the wastewater treatment chemical. DEP does not consider wastewater treatment to be a production unit.*

## FORM NAVIGATION AND BUTTONS


You may navigate or move around the forms using either your mouse and cursor or the tab button (do not use the your browser 'back' button to navigate from page to page).



and



should be used to move forward to the next part of your submittal. When you are in the Related Forms screens, you will see a listing of the forms that the system is working on. A ✓ to the left of the form description indicates that the form has been completed and validated, while a ▶ next to the form description indicates that the form is cued up and is

prepared for use. Use the  to move forward. The list of Related Forms will expand as you complete the various forms. The **Related Forms** screen is a sub-set of the **My Current Submittal** screen.



**SAVE** - While the system does automatically save your work on the internet, you may click on the **Save** button (shown above) more frequently.

**SAVE and EXIT** – you should use this to save your work and exit the particular form that you are working on (this will return you to Related Forms).

**VALIDATE** – you should use this to perform a cursory check on your data entry to verify that all required data fields have been entered (and with valid codes if applicable). Successful Validation will return you to Related Forms.

**PRINT** – you should use this to print the particular form that is active and visible on-screen.

**CLEAR** – you should use this to clear all entries that you have made (this will NOT clear information which is automatically completed on the forms).

**CANCEL** – you should use this to not save the information you have entered. This will return you to Related Forms.

IMPORTANT NOTE: Upon Saving and Validating a page, a later 'check/review' or 'opening' of that particular page will un-Validate that page, as well as all pages associated with it that are 'below or under' the page. It will be necessary to re-validate the changed page and all pages below the changed page. This can be quite time consuming. Therefore, you should check your entry immediately after entering in the information, but prior to pressing Validate.

### **PRE-FORM**

The next screen that appears is titled the Pre-Form: TURA - Form S Information.

**Please note that you CANNOT return to this screen after you have clicked on the NEXT button.** If you do make an error on this page you will need to delete this entry. TO delete the entry, after clicking on next step, you will see a screen with **Current Submittal** Transaction ID and a number. To the right of this is a gray box with 'I would like to: Delete this submittal'. Click on this text to delete the submittal. You will be presented with a question "are you sure you want to delete this submittal?" If you are sure, click on yes. You will then be returned to the My Homepage screen. Return to SELECTING THE FORM above to continue.

Please input your facilities Tax Identification (TIN) number. This is also known as your facilities Federal Employer Identification Number (FIEN). Contact [paul.h.walsh@state.ma.us](mailto:paul.h.walsh@state.ma.us) if you do not have this number.


Please input your facility DEP ID Number. Contact [paul.h.walsh@state.ma.us](mailto:paul.h.walsh@state.ma.us) if you do not have this number.

Please select the **Reporting/Calendar Year** using the drop-down gray arrow. Please note this defaults to 1990.

Please indicate whether or not your filing is **Trade Secret** by responding yes or no using the yes or no button (click on the appropriate answer using your mouse). **Please note the eDEP/TURA system will not allow Trade Secret submittals – those must be submitted via paper filing.**

Please **indicate the number of FTEs** that work at your facility using the gray drop-down arrow.

Please answer the '**are all chemicals used ONLY to treat waste?**' question by clicking on the appropriate answer using your mouse. Please be aware that this is asking if ALL of the chemicals are used ONLY to treat waste, not are 'some' of the chemicals used to treat waste.

Upon correct completion of these questions, please click on the  button to move forward. If you have made an error prior to clicking on the next button, please correct the error.

'My Current Submittal Transaction ID' – with a number will appear next. The transaction ID number is the unique identifying number for the submittal that you are working on. To continue

with the process, click on .

*If you wish to grant access to this submittal to another person(s), click on the gray box on the right-hand side 'I would like to: **Share this submittal**'. Follow the instructions for sharing. You will have the opportunity to select a role for the person(s) you are sharing the submittal with as well as the ability to limit the time frame (number of days) that the sharing process can continue. Please note that after a submittal has been submitted, it cannot be changed using the eDEP/TURA system.*

## **FORM SPECIFIC COMPLETION TIPS**

<b>Billing Information Form (1 page)</b>	<ul style="list-style-type: none"> <li>a) All required fields must be completed</li> <li>b) If the Tax ID number is wrong, please contact DEP</li> <li>c) The site address must match, if not please contact DEP</li> </ul>
<b>Form S Cover Sheet (Section 1: General Information and Section 2: Certification Statement) (1 page)</b>	<ul style="list-style-type: none"> <li>a) Section 1 is completed automatically; if the address does not match, please contact DEP</li> <li>b) Please change and/or complete Section 2 c-f</li> </ul>
<b>Form S Cover Sheet (Section 3: Chemicals previously reported that are not reportable this year) (1 page)</b>	<ul style="list-style-type: none"> <li>a) These questions are optional</li> <li>b) Enter valid CAS # (or DEP equivalent). TRI chemical category codes (n230 for example) are NOT allowed in the eDEP-TURA system. Refer to the FORM S Instructions for the correct 4-digit code numbers.</li> </ul>
<b>Form S Cover Sheet (Section 4: Facility-Wide Listing of Production Units) (2 pages per Production Unit, more if needed)</b>	<ul style="list-style-type: none"> <li>a) Make sure the production units that are pre-populated on-screen match up with the production units you are reporting on this year. If you need to add a production unit, see section d) below.</li> <li>b) Production Units are arranged/will present themselves in REVERSE order (3,2,1). This is a linear process, and does NOT allow you to skip a production unit.</li> <li>c) If you are NOT using a production unit for this reporting year, please check the <b>no</b> box below "a" in the left hand column.</li> <li>d) If you need to <b>add a NEW production unit</b> to your facility's description, please check (only once) box "p" (Have additional production units been added to this facility) <b>YES</b>. Doing this will present you with a BLANK production unit sheet that must be completed. New production units will be presented by (). You will need to assign the NEW production unit a NEW identifying number that has not been used by the database in the past. If you get an error message (error message 1127) that says the production unit number is already in use, please select a new, unique, previously un-used number.</li> <li>e) The process and product description (boxes "b" &amp; "c") <b><u>cannot be edited or changed</u></b>. If you need to change the production unit, a new production unit must be created. Refer to the Toxics Use Reporting Appendix I for further information. See line d) above.</li> <li>f) Ensure that all chemicals reported in the production unit pages are reportable for the filing year. If a chemical is entered in error, the chemical Form S can be deleted, which then triggers a need to re-validate the submittal.</li> </ul>



	g) Production Unit numbers cannot be 'reused' or changed. If you need to add a NEW production unit, see d) above.
Some less commonly used chemicals may not previously have been used in DEP's data system. If you note an error code when entering a CAS #, please call Walter Hope	
<b>Toxics Use Report Form S Chemical Use Facility-Wide and by Production Units Sections 1-4 (2 pages per CAS #, more if needed)</b>	<ul style="list-style-type: none"> <li>a) Complete Section 1: items c-g with whole numbers unless the reportable chemical is a PBT (then ½ pound increments are allowed), or dioxin (then values should be entered in grams. Please note that if more than 99 grams are entered, a warning message will be presented since high amounts of dioxin are unusual. Blanks are not allowed (enter the number 0).</li> <li>b) Production unit #'s may be entered ONLY if they are associated with the Form S Cover Sheet Facility-Wide Listing of Production Units.</li> <li>c) The Base Year must be the reporting year or earlier</li> <li>d) If the BRI or ERI is less than 5, than TRI Technique Codes (found in the Toxics Use Reporting Instructions) should not be entered to the form (they will not be accepted).</li> <li>e) This Form will automatically complete the CAS number and chemical name fields, unless ALL of the chemicals are only used for waste treatment. If ALL of the chemicals are only used for waste treatment, you will be presented with a blank Form S Sections 1-4.</li> <li>f) <b>DELETING</b> this form – if this Form appears and you did not use this chemical over the reporting thresholds, you will need to go back to the production unit (Form S Cover Sheet Section 4 (see above)), and delete all reference to the chemical CAS #. You will then need to re-validate the Form S Cover Sheet Section 4, and any forms that fall below (or are associated with that form).</li> </ul>
<p>NOTE: If you use Hydrochloric or Sulfuric Acid that must be reported to MA DEP under TURA but NOT the US EPA under TRI, please indicate so in check box h of the Form S. A State Only Form R/A will be presented.</p> <p>NOTE: If you are reporting on chemicals that are reportable to the state ONLY because of TURA's lower thresholds then please ALSO indicate so in box s. (i.e., they are federal or state reportable chemicals, and your use is below the federal thresholds – but you have used at least one chemical OVER threshold. In this case, <u>all chemicals are then reportable at 10,000 lbs or more under TURA</u> (except for PBTs, which have lower thresholds), s. A State Only Form R/A will be presented for completion.</p>	
<b>State Only Form R/A (4 pages per CAS# or more as needed)</b>	<ul style="list-style-type: none"> <li>a) This form is presented ONLY if the chemical is a State ONLY reportable chemical.</li> <li>b) Codes and instructions for completing this form are found in the EPA TRI Instructions.</li> <li>c) Check n/a as appropriate.</li> </ul>
NOTE: If you are reporting using a Federal Form A, please email to <a href="mailto:Walter.Hope@state.ma.us">Walter.Hope@state.ma.us</a> the PRODUCTION RATIO or ACTIVITY INDEX for those chemicals (line 8.9 of the Form R).	

<b>Toxics Use Fee Worksheet (1 page)</b>	<ul style="list-style-type: none"> <li>a) Completed automatically</li> <li>b) If you are reporting on BOTH a parent metal and a metal compound (i.e., lead and lead compounds), the system will automatically generate a Toxics Use Fee Worksheet for BOTH chemicals. Please email or write to <a href="mailto:Walter.Hope@state.ma.us">Walter.Hope@state.ma.us</a> if that this is the case, and your bill will be corrected to reflect a charge for only one chemical.</li> </ul>
<b>Signature screen (1 screen)</b>	<ul style="list-style-type: none"> <li>a) Check the boxes to indicate that the information is correct and accurate (as indicated by the text.)</li> <li>b) Enter in the name of the responsible official who is submitting the information.</li> <li>c) Press accept (at the bottom of the page)</li> </ul>
<b>Submit screen (1 screen)</b>	<b>ONCE YOU PRESS SUBMIT the information has been SENT to DEP. DO NOT PRESS</b> submit unless you are ready and you are sure that your submittal is correct and accurate. (After eDEP submittal, corrections can only be made via paper submittal.)
<b>Receipt screen (1 screen)</b>	A receipt screen will appear. The receipt includes your transmittal number. Please print this and keep for your files as your proof of submittal.